

# Group Reservations with the Lake St. Clair Metropark Marinas

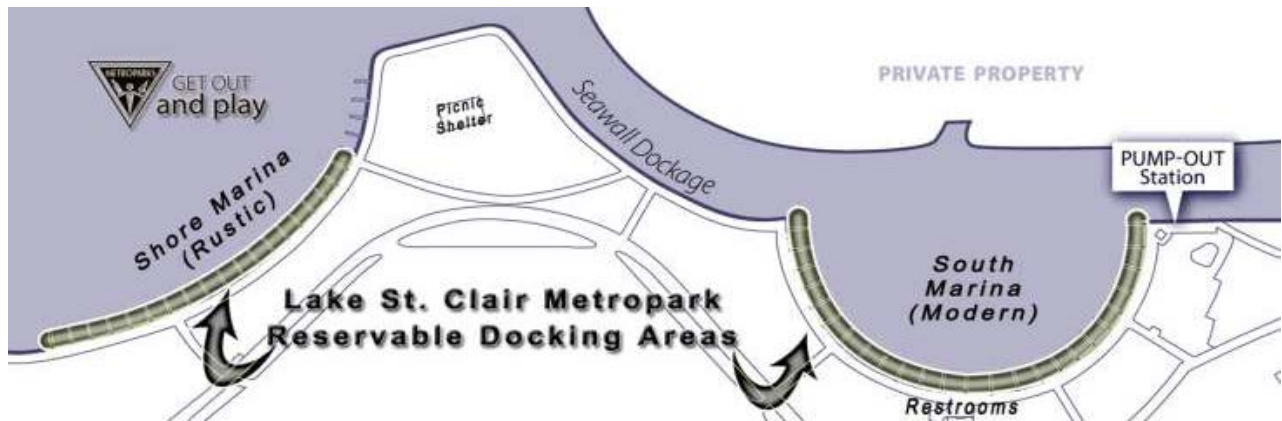


The Marinas at Lake St. Clair Metropark were developed and constructed with grant funds in direct benefit from the Michigan Waterways Fund. Because the entire facility was created with trust fund resources, the marina docks must be used as transient space. These docks are available to the public for stays less than 6 days. All resources at this site are owned by the public and park and marina rules are setup for the greater good of the public.

There are collaborative processes in place that allow for group reservations. Presently, group reservations are utilized by boat clubs from the area and across the United States. Conforming to a reservation system guarantees clubs can dock together as a group.

Please read the programs described in this guide to make best use of the group reservation program. This brochure explains all methods available to groups that wish to dock together at Lake St. Clair Metropark. The marina rules and regulations are also included.

Questions or comments can be directed to park management at Lake St. Clair Metropark. 586-463-4581  
[www.metroparks.com](http://www.metroparks.com)



## Definitions:

**Block:** The status of available wells on the availability calendar. Blocked wells are set aside (in a club's name) from the inventory during a specific time frame. During this block, either the club can write a check to the DNR for the entire amount or individual boat owners can call the DNR call center to take one of the blocked wells. Clubs must declare which block option they have chosen (group prepay or individual flip). A block cannot be placed prior to 6 months in advance. All payments must be received within 3 weeks of the block's start date. Choose start dates wisely; allow time to get the message out to your club.

**Flip:** The action taken through the call center when a club member makes a reservation for a well during the club rendezvous. After a block is placed in a boat club's name, participating club members can place reservations, from within this blocked inventory. When the club member contacts the call center they must identify the date of their event and indicate they are with a club that has a block. The call center assigns the reservation to one of these blocked wells and "flips it" from blocked to private boat owner. The park will know that the reserved boat is with the club and assign them a well in within the rendezvous group.

**Comments:** Comment sections are available to you. Either the call center or online reservation methods allow all users to make comments. It is the obligation of the boat owner to use these comment sections to indicate their special requests. Specific well numbers, partner assignments (want to be next to Joe Smith), mobility needs or club affiliations. Our harbormasters will not know your special needs unless you place comments. We have the ability to place additional comments at any time. Contact the park to revise your comments if needed.

**Well assignments:** Well assignments are composed by the Harbormaster during the week. Well assignments are not given to arriving vessels until check in. Large club rendezvous of 40 or more vessels will be the only exception. These groups will be afforded the privilege of creating their own well assignments. As mobility impaired boaters will have special needs, the Harbormaster will need to change well assignments to accommodate these requests (sometimes at the last minute). The Michigan DNR and Metropark staff will always yield priority to any ADA request.

**Cancellation:** The act of cancelling a prepaid reservation. The cancellation fee is \$10 without exception. If there is an error on the part of the call center which is realized afterwards, the DNR can waive this fee but Lake St. Clair Metropark cannot guarantee this. All complaints on services and service experience should be referred to the Michigan DNR.

## Three Methods for Group reservations at Lake St. Clair Metropark Marina

Three different options are now available for placing group reservations at the Lake St. Clair Metropark Marinas. Reservations will not be accepted more than 6 months prior to event dates.

### 1. For families and small groups...use comments

Every reserving party has the ability to leave feedback prior to their arrival via reservation comments. Both the call center and online reservation methods allow boaters to leave comments to be used by the harbormaster when assembling the well assignments for each weekend. The well assignment chart is labor intensive and careful attention is taken to accommodate special requests.

### 2. For groups of 40 vessels or more...use bulk payment

1] Boat club organizers poll their club members for potential interest in participating in a weekend rendezvous at the Lake St. Clair Metropark Marina.

2] Contact the Marina Supervisors with the date of your rendezvous and number of vessels. They will check to see if well availability exists for your requested date. You may place a block on the quantity of wells needed. Well blocks can only occur for 3 weeks (plan wisely). After this block period, if full payment is not received by the MDNR, the wells are released from the block.

3] Calculate accurate dockage for each vessel participating in the rendezvous. You must include an \$8 reservation fee per vessel. This calculation is provided to a Marina Supervisor, who confirms your amount due. The club has 10 days to get their payment to the Michigan DNR. Credit Card or Personal/Business Checks are accepted. All payments are made to the Michigan DNR.

### 3. For groups less than 40 vessels...use block & flip

Contact the Marina Supervisors with the date of your rendezvous and number of vessels. They will check to see if well availability exists for your requested date. If so, ask that a block be placed on the number of wells needed. Choose the starting block date wisely. Allow adequate time to explain the process to your members. If you waste a week of your block time waiting to get the message to your club, the success of this method will be diminished. Each member of the club will then call the DNR Reservation Call Center to flip one of the club's blocked wells into the boat owner's name.

#### Block & Flip Method Timeline Example (not bulk payment)

**February 15:** Sand Pointe Yacht Club gathers information from club members that 25 members wish to attend a planned rendezvous in the Shore Marina at Lake St. Clair Metropark. The event coordinator calls the park office and speaks with the supervisor about their interest. The event coordinator requests that a 3 week block be created for their club to book wells. They also request the block not start until March 1. Park then contacts DNR, arranging a block on 25 wells during a booking window of March 1 – 22. This block is placed in the name of Sand Pointe Yacht Club. Only Sand Pointe callers can flip inside this block.

**February 15-28:** Sand Pointe rendezvous coordinator then contacts club members informing them that, starting March 1, they must **call (no online reservations)** the DNR Call Center and flip/reserve one of these blocked wells. The call center will take one well from the Sand Point Block and put it in the boat owners name.

**March 1:** Sand Pointe Club members start to call & flip.

**March 22:** Michigan DNR lifts the Sand Pointe Yacht club block and the unreserved wells originally blocked are now available to the public. This insures opportunities are not denied to the public, maximizing transient opportunities.

**Event date:** Vessels of Sand Pointe Club arrive and check in with the Shore Marina harbormaster for their well assignments.

#### Just Communicate

Place all special requests in the comments. Common special requests: "need to be docked next to Ken Smith", "Would like well 16 if possible", "Near restrooms please", "Group us with Sand Pointe Yacht club", "Need to be close to picnic table" etc. Please take the time to leave a comment. **Your club affiliation MUST be declared if you expect to be placed within that group.**

When working with the call center to place a reservation (including a flip) **please leave comments for the harbormaster to use when composing the well assignment chart.** The call center operators do not remind or request that boat owners leave comments. Please insist your comment is documented during your call center conversation. Without knowing your special needs, Harbormasters cannot plan or prioritize your needs.

*Special Notes:*

Park staff has the ability to adjust any comments made on a reservation. Call or email the park with any concerns, we are happy to help.

Organizers please give the Marina Supervisor a list of rendezvous participants. An accurate list allows harbormasters be accurate.

### **MDNR Cancellation Policy and Guidelines**

Changes to any reservation must be made via the call center. The reservation fee included in the initial reservation is not refundable. Cancellations made any time after processing reservation until close of business the day before the scheduled arrival date will incur the \$10 cancellation fee. If cancelling after 12 noon on the scheduled day of arrival, forfeiture of the fee for the first night as well as the \$10 cancellation and \$8 reservation fee will result.

Confirmed reservations will be held until 5PM the day of the scheduled arrival date. Boaters arriving after 5 PM must contact the harbormaster to notify them of late arrival. If late and arriving without a call ahead, the reservation will be designated "No Show", resulting in forfeiture of the total amount paid for the vessel's reservation. Cancellation fees may only be waived if an error was made on the part of the call center. Lake St. Clair Metropark staff cannot recommend waiver on cancellation fees.

### **Marina Rules and Regulations**

Thank you for visiting Lake St. Clair Metropark. To make your stay safer and more enjoyable, please obey the following regulations:

- Boats must occupy well or forfeit space and fees.
- Quiet time is from 11 pm – 6 am.
- Dockage may be revoked, denied, refused or forfeited and boats evicted at any time for disruptive behavior, WITH NO REFUND.
- No refunds under any circumstances.
- Failure to pay dockage on time shall result in a citation being issued.
- One boat per well. No rafting or mooring behind or alongside other boats.
- Emergency maintenance repairs only.
- Dockage will not be sold to dinghies, rafts, lifeboats, personal watercraft, etc., for utility wells. Wells may not be "saved" using these watercraft or by any other means.
- Only boat listed on receipt is permitted to occupy well/space.
- Grilling is prohibited on boats, docks and walks.
- No swimming, littering, or for sale signs.
- No motor bikes or motor scooters allowed on sidewalks anywhere in park.
- Paved sidewalks shall be kept clear enough for Emergency Vehicles to drive through.
- Docks shall be kept clear enough for people to safely pass each other.
- Excessive levels of sound from radios, TVs, musical instruments, loud talk, parties, or any other source is prohibited.
- Beer and wine permitted in designated areas only. Liquor NOT PERMITTED.
- Marina fees in effect year-round.

### **Lake St. Clair Metropark Marinas**

31300 Metro Parkway, Harrison Twp. MI 48045

Offices: 586-463-4581

[LSCHARBORMASTER01@GMAIL.COM](mailto:LSCHARBORMASTER01@GMAIL.COM)

Monitoring Channel 16

#### ***The North Marina Shelter***

Consider reserving a picnic shelter for your group's exclusive use.